

DEPARTMENT OF WORKFORCE DEVELOPMENT
DIVISION OF WORKFORCE SOLUTIONS
ADMINISTRATOR'S MEMO SERIES

ACTION 04-03

ISSUE DATE: 02/09/2004
DISPOSAL DATE: Ongoing

RE: FINANCIAL REPORTING
FOR W-2 CONSORTIUMS
AND CONSORTIUM
MEMBER COUNTIES

To: W-2 Agency Directors

From: Bill Clingan /s/
Division Administrator

PURPOSE

This memo communicates policy governing financial reporting for Wisconsin Works (W-2) consortiums both the lead agencies and their county subcontractors.

BACKGROUND

The number of consortiums in the state has risen from five to thirteen for the 2004-2005 W-2 and Related Programs Contract and a variety of relationships between lead agencies and subcontractors have developed. Because of how the Department of Workforce Development draws federal Temporary Assistance to Needy Families (TANF) funding through Random Moment Sampling (RMS) for county expenditures and 100% time reporting for expenditures for private agencies, the reporting requirements for consortium vary.

Most significant is the difference in how a county with a subcontract for W-2 reports when the subcontract is with a private agency versus a lead agency that is also a county.

ACTION NEEDED

Review the attached policy. Follow the financial reporting requirements for the applicable type of consortium.

CONTACT FOR QUESTIONS

DWS Regional Offices

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Attachment